

# Clayton County Library Board of Trustees

## DIRECTORS' MEETING

MINUTES OF April 14, 2015

REGULAR MEETING, NO. 2

A regular meeting for the Board of Directors of the Clayton County Library Board of Trustees was held on Tuesday, April 14, 2015. The meeting was called to order by Brenda Morant, Chair, at 2:00 p.m. at the Clayton County Library Headquarters in the Boardroom at the Headquarters Library located at 865 Battle Creek Road, Jonesboro, Georgia.

### PRESENT

Eight members of the Board were present:  
Brenda Morant, Chair, Daniel Small, Vice Chair, LaShonda Dillard, Secretary, Pamela Lake, Treasurer, Bernell Wesley, Brenda Rayburn, Sherry Hamilton and Patricia Shephard.

Clayton County Library Director, Rosalind Lett was also in attendance.

### ABSENT

Tonya L. Clements.

### GUEST

Jessica Everingham, Assistant State Librarian for Georgia Public Library Service.

Veleda Cofield (*Branch Services Assistant Director*), Vickie Beene, (*Assistant Director of Youth Services*), Bell Reynoso, (*Assistant Director Access Services*), Roy Cummings (*Virtual Services Librarian*) and Breneidra J. Johnson, (*Administrative Assistant*).

### MINUTES

#### APPROVED

The minutes of the January 13, 2015 meeting were approved by as Pamela Lake and seconded by Bernell Wesley.

### REPORT OF THE TREASURER

Most recent bank statement was reviewed.

### REPORT FROM THE DIRECTOR

OF THE LIBRARY Because this meeting was designated as a Library Board of Director's Training Meeting, the Director's Report was not given.

### NEW BUSINESS

Veleda Cofield introduced Jessica Everingham. Ms. Everingham has been with the Georgia Public Library Service since November, 2014.

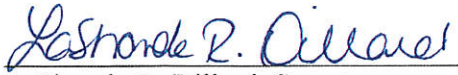
Members of the Board requested that Ms. Everingham define what type of board (advisory or governing) the Clayton County Library Board of Trustees is and our duties as board members. Ms. Everingham stated that because the Board is responsible for policy matters, planning and advocacy issues, we are considered a governing board.

Ms. Everingham recommended that the Board update, develop and/or create various documents and implement new procedures in the upcoming months and/or year. She suggested that the Board create an ethics statement for incoming members, establish criteria for future board members, develop a library services plan, strategic planning statement and implement committees.

During the training session, Ms. Everingham gave members of the Board a Library Board Self-Assessment survey to complete. Jessica stated she would email the results of the survey to members of the Board in the weeks to come. She also provided a document detailing the role and responsibilities of the Board Trustees.

Members of the Board found the training session to be very informative.

ADJOURNMENT      Motion to adjourn the meeting was made by LaShonda Dillard and seconded by Patricia Shephard.

  
LaShonda R. Dillard, Secretary

  
Brenda Morant, Board Chair